

## **Beginning Tuesday March 23rd**

### **Tax Season Office Update for Our Clients:**

***As we closely monitor the developments with Covid-19 we are beginning to take additional steps to ensure the safety and health of our clients and staff. Starting tomorrow morning our front lobby will be closed to public access.***

***For tax information Drop Off: We have a secure lock-box now located on the front porch as well as a bin inside the back entrance. Either of these may be used to drop off tax information. We request that no tax information is left after hours. If you need to drop items after hours please call us to make arrangements. Additionally, we can receive tax information uploaded securely on our website at [www.adamsdelp.com](http://www.adamsdelp.com).***

***For tax return Pick Up: Once your return is completed you will receive a phone call from one of our staff making arrangements to file your returns.***

***Our office will continue our extended tax season hours either in office or remotely in order to process as many tax returns as normal over the upcoming weeks. As the situation with Covid-19 progresses, we will send additional updates regarding our hours and staffing.***

***Thank you for your patience during this time. Please do not hesitate to contact us by phone if you have any questions.***

